

## **EDITED TASK LISTING**

### **CLASS: CORRECTIONAL CASE RECORDS ADMINISTRATOR**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
<b>1.</b>	Act as an administrative and technical consultant and advisor to others (e.g., Executive, staff, other governmental agencies, court officers, law enforcement agencies, attorneys, judges, etc.) in order to communicate the processes and needs of case records, etc. utilizing personal knowledge, various databases (e.g., OBIS, RSTS, DDPS, etc.) on a daily basis.
<b>2.</b>	Act as a liaison between the Department and related governmental agencies (e.g., city, county, State, and Federal), courts, legislators, and other persons in order to communicate on offender records related matters (e.g., application of sentence and parole laws, control of prisoners in institutions and on parole, systems operation and management, etc.) utilizing personal knowledge, laws, rules and regulations, various databases (e.g., OBIS, RSTS, DDPS, etc.) on a daily basis.
<b>3.</b>	Analyze various legal documents and issues (e.g., offender case records, aggravations, and limitations, subpoenas and collateral court orders, appellate court decisions, etc.) in order to properly record offenders sentence, provide field records offices with direction and technical information needed, etc. utilizing effective written and verbal communication skills, internet, research techniques, laws, rules, regulations, various databases (e.g., OBIS, RSTS, DDPS, etc.) on a daily basis.
<b>4.</b>	Research various legal documents and issues (e.g., offender case records, aggravations, and limitations, subpoenas and collateral court orders, appellate court decisions, etc.) in order to properly record offenders sentence, provide field records offices with direction and technical information needed, etc. utilizing effective written and verbal communication skills, internet, research techniques, laws, rules, regulations, various databases (e.g., OBIS, RSTS, DDPS, etc.) on a daily basis.
<b>5.</b>	Analyze and interpret appropriate laws, rules, regulations, Departmental policies and procedures, administrative standards/policies, and provisions of applicable court decisions/commitment orders, etc. in order to disseminate direction/ information out to the field, ensure uniform case records application, processing, maintenance, and control of offenders records within the departmental records system and accuracy and content of local records and for accuracy of sentence, parole, and release date calculations, etc. utilizing personal knowledge, laws, rules, regulations, Departmental policies and procedures, administrative standards/ policies and provision of applicable court decisions/commitment orders, etc. on a daily basis.
<b>6.</b>	Calculate offenders release and discharge dates, applying credits and enhancements, sentence, parole, BPH decisions, and release data in order to appropriately release/ discharge offenders, etc. utilizing personal knowledge, court decisions, laws, rules regulations, Departmental policies and procedures, calculator, forms, etc. as needed.
<b>7.</b>	Certify departmental offender records (e.g., warrants, legal documents, case records, etc.) in order to comply with subpoenas, court orders, litigation, etc. utilizing personal knowledge, official certification stamp, embossing seal, etc. as needed.

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<b>8.</b>	Conduct compliance reviews of the various case records operations in order to maintain, and control offenders records, identify and resolve deficiency, ensure uniform case records operations, etc. utilizing compliance tool form, personal knowledge, laws, rules, regulation, Departmental policies and procedures, etc. on an as needed basis.
<b>9.</b>	Develop research projects (e.g., advanced technological systems, calculation forms, automation, staffing, etc.) in order to identify future needs, etc. utilizing statistics, protocols, laws, rules, and regulations, etc. on an as needed basis.
<b>10.</b>	Advise Case Records Staff regarding Board of Parole Hearings (BPH) policies and procedures, minutes, and interpretation, research, analysis, and implementation of BPH's decisions in order to maintain a uniform case records operations, comply with BPH's regulations and decisions, etc. utilizing BPH's regulations and decisions, laws, rules, regulations, etc. on a daily basis.
<b>11.</b>	Oversee staff in the appropriate administrative processes involved in the legal resolution of criminal charge and detainers pending against offenders in California and other State and Federal jurisdictions in order to comply with statutory requirements and agreements, public safety, releasing to authorities, etc. utilizing Departmental policies and procedures, laws, rules, regulations, Interstate Agreements on Detainers, etc. on an as needed basis.
<b>12.</b>	Monitor the case records operations and processes in order to ensure compliance with statutory requirements (e.g., notifications, registrations, and court-ordered testing requirements, DNA collections, restitution collections, etc.), notify appropriate agencies, public safety, etc. utilizing instructional memos, compliance reviews, court orders, laws, rules, and regulations, Department of Justice's regulations, etc. on an as needed basis.
<b>13.</b>	Assist others (e.g., staff, other agencies, law enforcement, etc.) in the criminal identification process in order to resolve mistaken identities, unlawful incarcerations, etc. utilizing fingerprints, photos, rap sheets, case records, etc. on an as needed basis.
<b>14.</b>	Operate personal computers and access databases (e.g., central file tracking system, OBIS, RSTS, Distributed Data Processing Systems [DDPS], Automated Release Date Tracking Systems [ARDTS], Automated Transfer Systems [ATS], Law Enforcement Agency Distribution Systems [LEADS], CLETS, <b>CALPAROLE</b> , etc.) in order to update offender information, research, effectively communicate verbally and in writing, respond to agency and public requests, provide training, BCP, create reports, etc. utilizing inter/intranet, computer programs (e.g., Word, Excel, etc.), computer skills, operating knowledge, effective communication skills, etc. on a daily basis.
<b>15.</b>	Train Case Records staff on offender record related matters, departmental case records record-keeping, statute, calculations, sentencing laws, etc. in order to develop a knowledgeable case records staff and ensure a uniform case records system, etc. utilizing training techniques, effective communication skills, personal knowledge, laws, rules and regulations, Departmental policies and procedures, conference calls, Instructional and Informational memos, DOM, etc. on a regular basis.

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16.	Develop training modules/ <b>material</b> for case records staff on departmental case records record-keeping, statute, calculations, sentencing laws, etc. in order to develop a knowledgeable case records staff and ensure a uniform case records system, etc. utilizing training techniques, effective communication skills, personal knowledge, laws, rules and regulations, Departmental policies and procedures, etc. on a regular basis.
17.	Review training materials/lesson plans (e.g., modules, etc.) developed and coordinated within the Division of Adult Parole Operations, Division of Adult Institutions, Board of Parole Hearings, etc. in order to approve training materials/lesson plans, accuracy and compliance with laws, rules and regulations, etc. utilizing laws, rules, and regulations, Departmental policies and procedures, personal knowledge, etc. on an as needed basis.
18.	Develop Departmental Case Records policies and procedures in order to govern the departmental uniform case records system, to communicate with others (e.g., Division of Adult Institutions, Division of Adult Parole Operations, Board of Parole Hearings [BPH], etc.), implement policies and procedures, etc. utilizing personal knowledge, laws, rules, and regulations, Departmental policies and procedures, etc. on an as needed basis.
19.	Administer Departmental Case Records policies and procedures in order to govern the departmental uniform case records system, to communicate with others (e.g., Division of Adult Institutions, Division of Adult Parole Operations, Board of Parole Hearings [BPH], etc.), implement policies and procedures, etc. utilizing personal knowledge, laws, rules, and regulations, Departmental policies and procedures, etc. on a <b>regular</b> a basis.
20.	Represent the Department as the subject matter expert and custodian of records, in formal or informal settings, regarding legal proceedings, State Personnel Board hearings, workers compensation hearings, meetings, conferences, etc. in order to obtain and report information and/or represent the Department, to comply with court orders as an expert witness before Grand Jury and State and Federal courts, etc. utilizing personnel/investigative records, interpersonal communication skills, professionalism, personal expertise, case records knowledge, etc. as needed and/or upon request.
21.	Oversee (directly or indirectly) the work of various Case Records Staff (e.g., CCR Manager, CCR Supervisor, Analysts, clerical staff, etc.) in order to comply with laws, rules and regulations, maintain integrity of the information on the offenders records, to ensure accurate work, processes are complete and accurate, etc. utilizing personal knowledge, effective communications skills, basic supervision skills, etc. on a daily basis.
22.	Participate in the employee corrective/discipline process (e.g., verbal counseling, Employee Counseling Records, Letter of Instruction, adverse action, etc.) in order to improve employee performance or address issues of substandard performance, etc. by utilizing various resources (e.g., MOU, SPB laws, rules and regulations, Departmental policies and procedures, etc.) on an as needed basis.

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23.	Facilitate the hiring process by participating in interviews, conducting appropriate reference checks, evaluating and recommending candidates to fill identified vacant position(s) utilizing interpersonal communication skills, various state and Departmental forms (e.g., Std 647, etc.) in accordance with the Departmental hiring policies and procedures, SPB laws, rules and regulations, etc. on an as needed basis.
24.	Evaluate the standard performance of Case Records staff by reviewing completion of assigned duties, recognizing special achievement/awards, Upward Mobility, Individual Development Plan, etc. in order to comply with standard employment policies, departmental policies and procedures, etc. utilizing effective communication skills, standard personnel practices, departmental forms, etc. on an as needed basis.
25.	Oversee Case Records staff attendance (e.g., sick leave usage, vacation requests, etc.) by approving and monitoring, etc. in order to produce an effective workforce and maintain positive morale, etc. utilizing effective communication skills, basic supervision/managerial skills, State laws, rules and regulations, MOUs, Departmental policies and procedures, etc. on an <b>as needed</b> basis.
26.	Advise Case Records staff on departmental policies and procedures regarding SPB and DPA laws and rules, etc. utilizing guidelines mandated by SPB and DPA under the Return to Work, Fitness for Duty, Family Medical Leave Act, Family School Partnership Act, Fair Labor Standards Act, Sexual Harassment Prevention, Equal Employment Opportunity, Employee Assistance Program, etc. utilizing effective communication skills, knowledge of standard employment policies and procedures, SPB and DPA laws, rules, regulation, etc. on an as needed basis.
27.	Prepare written documents (e.g., policies and procedures, correspondence, memorandums, respond to grievances, DOM revisions, regulation changes, Bill Analysis, Budget Change Proposals [BCPs], etc.) in order to provide various data/information to staff/management, public, other legal agencies, offenders families, etc. utilizing effective written communication skills, staff expertise, research, written directives, DOM, Administrative Bulletins, etc. as required.
28.	Participate in various meetings/committees/teams/task forces etc. in order to plan, develop and implement projects, policies and procedures, provide two-way communication with various departments, recommendations, etc. utilizing effective communication skills, staff expertise, professional knowledge and experience, court mandates, DOM, etc. on a <b>regular</b> basis.
29.	Conduct surveys in order to gather information and/or make recommendations related to methods, procedures, and staffing, etc. utilizing various resources (e.g., working knowledge, staff, Departmental policies and procedures, workload/backlog statistics, etc.) on an as needed basis.
30.	Project and track budget expenditures (e.g., office expenditures, monitor contract expenses, etc.) in order to ensure expenditures are within appropriate allocations, etc. utilizing spreadsheets, invoices, contract obligations, etc. on an <b>as needed</b> basis.

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<b>31.</b>	Assume the responsibility of the case records operations in the absence of the Chief in order to ensure the completion of daily case records functions, during urgent situations organize and direct a variety of staff in resolving the critical issues, etc. utilizing appropriate staff, effective communication skills, established policies and procedures, effective supervisory skills, etc. on an as needed basis.